

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: (X) NEW POSITION () EXISTING POSITION

PART I - Position Description

1. Agency Name Department for Children and Family		9. Position Number K0051067	10. Budget Program Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position)	
3. Division Prevention and Protection Services		12. Proposed Class Title Public Service Executive I	
4. Section Children and Family Services		13. Allocation	
5. Unit Independent Living		14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee		15. By Approved	
7. (Circle appropriate time) <input checked="" type="radio"/> Full Time <input checked="" type="radio"/> Perm Inter Part Time Temp %		16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:30 <u>AM</u> /PM To: 5:00 <u>AM</u> /PM		17. Position Reviews Date: By:	

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position will work together with the Independent Living team to enhance the program and bring the Kansas Independent Living program to a place that supports our youth aging-out. Develop materials for the agency and the general public about Kansas IL services. Promotes public awareness of program. This position is responsible for contacting facilities and programs where staff might have contact with youth to inform them about IL services and foster care as well as encourage collaborative opportunities. This position will Coordinate with Kansas Youth Advisory Council to establish a peer mentoring program.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Patricia Long	Title: Permanency Unit Administrator	Position Number:
Who evaluates the work of an incumbent in this position.		
Name: Patricia Long	Title: Permanency Unit Administrator	Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
 () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 () Major program failure, major property loss, or serious injury of incapacitation.
 () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E/M	
1	40%	E	<p><u>Outreach</u></p> <p>Develop materials for the agency and the general public about Kansas IL services. Promotes public awareness of program; responds to public's request concerning program and policies. Identify and makes presentations to citizens' groups along with outlets for marketing and publicity.</p>
2	40%	E	<p><u>Collaboration</u></p> <p>This position is responsible for contacting facilities and programs where staff might have contact with youth to inform them about IL services and foster care. Work with the National Youth in Transition Database program consultant to provide information about the NYTD surveys and facilitate referrals for IL services. Work with organizations and providers to develop "banks" of items or resources for young people preparing to age out of care, and facilitate distribution.</p>
3	20%	E	<p><u>Client Services</u> Coordinate with Kansas Youth Advisory Council to establish a peer mentoring program. Coordinate with providers to identify important dates of older youth in care and facilitate connection during these times. Coordinate with post-secondary schools and community programs to develop resources for students formerly in foster care.</p>

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Disruption of services to children and families. Poor financial management, inaccurate data for program decisions, violation of state and federal laws and regulations, loss of federal and state funding. Errors in financial operations and systems operations impact negatively on the Division, Agency, and State, and jeopardize the supports and service SRS provides.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
(X) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily communication with Agency managers and staff, contractors, grantees, vendors, federal representatives, and staff from other agencies. Employee periodically represents the Division to the public, stakeholders, and legislators.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office work

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Telephone and computers

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

None

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

None

C. List preferred education or experience that may be used to screen applicants.

Experience managing social service or child welfare programs. Experience with executing, developing, practicing or creating federal regulation, state policies and/or Kansas law.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Knowledge and experience in managing the operations of a large organization. Excellent team skills, oral and written skills, and problem solving skills. Ability to work independently and exercise good judgment.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

None.

PART IV – Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date